

ATTACHMENT J-4

Past Performance Questionnaire

General Guidance

1. In order to assess offerors under Solicitation Number OJP-99-R-014, COBRA Training Facility, the Office of Justice Programs is obtaining past performance information with respect to each offeror. Please complete this questionnaire and return it to the following address by **15 days prior to the due date of the solicitation**.

Attn: Eldred Jackson
Office of Justice Programs
Acquisition Management Division, RM 3616
810 Seventh Street NW
Washington DC 20001

2. The questionnaire should be completed by the individual most knowledgeable of the contractor's overall performance relative to the supplies delivered or services rendered. Handwritten responses are sufficient; provided that, the responses are printed legibly.

3. Please use the following as guidance in scoring the performance elements below (assessments should reflect only contractor-liable performance):

Score	Rating	Description
5	Excellent:	Indicates the company's performance or situation <u>within the area of evaluation</u> clearly EXCEEDS ALL contractual requirements.
4	Good:	Indicates the company's performance or situation <u>within the area of evaluation</u> EXCEEDS SOME contractual requirements, while MEETING OTHER contractual requirements.
3	Satisfactory:	Indicates the company's performance or situation <u>within the area of evaluation</u> MEETS ALL contractual requirements.
2	Marginal:	Indicates the company's performance or situation <u>within the area of evaluation</u> MEET SOME contractual requirements and DOES NOT MEET OTHER contractual requirements.
1	Unsatisfactory:	Indicates the company's performance or situation <u>within the area of evaluation</u> DOES NOT MEET ANY contractual requirements.

4. Please provide explanatory narrative for as many responses as possible. Narratives need not be lengthy, just descriptive. Space is provided throughout the questionnaire for comments; however, if more space is needed, please use the back of pages or attach additional pages.

5. Because this questionnaire relates to an ongoing source selection please safeguard the questionnaire to ensure information given in response is not disclosed to unauthorized individuals. By law, the Government will not disclose, during any discussions with the offeror, the names of individuals who provided information.

6. In addition to the questionnaire, you may receive a follow-up phone call to confirm or clarify information. Thank you for your time and effort in responding to this questionnaire.

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General Information

FIRM / AGENCY:

NAME: _____

ORGANIZATIONAL UNIT: _____

ADDRESS: _____

RESPONDENT:

NAME: _____

TITLE: _____

TELEPHONE #: _____

FAX #: _____

E-MAIL: _____

CONTRACT / ORDER / SUBCONTRACT / GRANT/ OTHER: _____

(Please circle appropriate instrument)

IDENTIFICATION NUMBER: _____

ORDER NUMBER: _____

CONTRACT TYPE: _____

VALUE: _____

AWARD AMOUNT: _____

CURRENT OBLIGATED AMOUNT: _____

PERIOD OF PERFORMANCE: _____

PLACE(S) OF PERFORMANCE: _____

SERVICE DESCRIPTION:

Instructions

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Please indicate in the space provided to the right of each question [] the number on the scale of 1 to 5 that, in your judgment, most accurately reflects your experience with the contractor's performance. Please use the space provide to elaborate or clarify, if necessary. If not applicable, indicate N/A.

1	2	3	4	5	
Unsatisfactory	Marginal	Satisfactory	Good	Excellent	N/A

1. To what extent did the contractor adhere to delivery schedules? []

Comments: _____

2. To what extent did the contractor submit required reports and documentation in a timely manner? []

Comments: _____

3. To what extent were the contractor's reports and documentation accurate and complete? []

Comments: _____

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4. To what extent did the contractor display initiative in meeting requirements? []

Comments: _____

1	2	3	4	5	
Unsatisfactory	Marginal	Satisfactory	Good	Excellent	N/A

5. Did the contractor commit adequate resources in a timely fashion to the contract to meet the contract requirements and to successfully solve problems? []

Comments: _____

6. To what extent did the contractor respond positively and promptly to technical directions, contract change orders, etc.? []

Comments: _____

7. To what extent was the contractor effective in interfacing with Government's staff? []

Comments: _____

8. To what extent did the contractor coordinate, integrate, and provide effective subcontract management? []

Comments: _____

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2	3	4	5		1
Unsatisfactory	Marginal	Satisfactory	Good	Excellent	N/A

9. To what extent did the contractor provide timely assistance both on-site and off-site when responding to problems encountered? []

Comments: _____

10. To what extent did the contractor perform within the level of effort and dollar amount of individual tasks assigned under the contract as well as of the contract as a whole? []

Comments: _____

1	2	3	4	5	
Unsatisfactory	Marginal	Satisfactory	Good	Excellent	N/A

11. How well did the contractor control costs? []

Comments: _____

12. What percentage of the total work done under this contract, by this contractor, was short term in nature (3 to 6 month turnaround)? _____ %

Termination History

Has this contract been partially or completely terminated for default or convenience?

() Yes () Default () Convenience

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() No

If yes, explain (e.g., inability to meet cost, performance, or delivery schedules).

Are there any pending terminations?

() Yes

() No

If yes, explain and indicate the status.

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Short Term Performance

1	2	3	4	5	
Unsatisfactory	Marginal	Satisfactory	Good	Excellent	N/A

Name and describe the nature and complexity of the last six short term projects (3 to 6 month turnaround) completed by this contractor, if any. Indicate under the column titled "Score" the number on the scale of 1 to 5 that most accurately reflects your experience with the contractor with respect to the contractor adhering to delivery schedules on each short term projects (three to six months in duration). If there were no short term projects then leave this section blank.

Title	Nature and Complexity	Score
1.		[]
2.		[]
3.		[]
4.		[]
5.		[]
6.		[]

